



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FORESTRY PROGRAM SPECIALIST

Job Number: 20001487

Job Code: 72320V150416

Job Group: 7200 - FORESTRY

Job Established: 06/16/1982

Job Revised: 04/16/2015

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs and coordinates activities in the development, implementation and oversight of one of the following program areas; forest products utilization, forest health, nursery and tree improvement, urban and community forestry, wildfire prevention and control, forest management and stewardship assistance; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in forestry.

EXPERIENCE:

Must have three years of professional experience in forest products utilization, forest health, nursery and tree improvement, urban and community forestry, wildfire prevention and control, forest management and stewardship assistance or three years of professional experience as a forester.

Substitute EDUCATION for EXPERIENCE:

Graduate study in forestry will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification. Must be at least 21 years of age.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, develops, and coordinates the activities of a specific forestry program. Provides and evaluates program, section, or nursery data for the manager, supervisor or superintendent. Maintains systems that evaluate program objectives and accomplishments. Performs necessary technical studies. Reviews and keeps abreast of current program technology. Coordinates and performs training activities of forestry personnel. Provides technical assistance to forestry personnel. Makes recommendations for changes in policy and procedures based on the review of current program technology and/or program accomplishments and other data. Recommends budget, manpower, training, equipment, and facility requirements in a manner that meets program goals. Represents the division in meetings with governmental agencies and non-governmental organizations. Prepares records and reports. Determines training needs and performance standards for forestry positions. Develops and conducts forestry training programs. Assists with forest inventories and surveys. Plans, oversees and implements all technical aspects of nursery operation in coordination with the nursery superintendent. Maintains necessary pesticide license for nursery applications. Serves on mobilization team during wildfire emergencies and assists in wildfire suppression if needed.

UNIQUE PHYSICAL REQUIREMENTS:

Extreme physical effort is required when suppressing wildfires if mobilized to assist during emergencies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work includes both administrative duties, which may involve frequent contact with regional personnel and other agencies, and field duties which involve outdoor work at the nursery or forestlands in general. Working outdoors may occur during adverse weather conditions. A moderate amount of travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.